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AGM Meeting Minutes

DATE: 6 November 2023 @ 18:00
VENUE: Masque Theatre, 37 Main Road, Muizenberg

Name	Position	Attendance	Abbrev
Simon Roberts	Director - Chairperson	Present	SR
Karen Tulloch	Director - Finance	Present	KT
Michael Romyn	Director – Beach Front Development	Apologies	MR
Clair Timlin	Director – Gardens / Beachfront	Present	CT
Phinius Sebatsane	Director – Social Development	Present	PS
Aimee Kuhl	Ward Councillor	Present	AC
Jesse Adonis	Director – Public Safety	Present	JA
Michael Lategan	MID Manager	Present	ML
Jacqueline Zeeman	Administrator/Observer	Present	JZ
Joepie Joubert	Manager: CIDS – Spatial Planning and Environment	Present	JJ

	Registration	Action Item (Who)
	67 members in attendance	
1.	Welcome and Apologies	Action Item (Who)
	SR welcomed all present. Apologies were noted. The agenda circulated by the Chairman was noted.	
2.	Membership	Action Item (Who)
	2.1 Resignations We have had 5 resignations 2.2 New Members We have had 5 new member applications	
3.	Quorum to constitute a meeting	Action Item (Who)
	Total Members 266 20% Quorum = 53	

4.	Previous AGM Minutes	Action Item (Who)
	<p>3.1 Approval – ✓ APPROVED</p> <p>3.2 Matters Arising Safe Space which I will speak to later in the Chairmans report. Increased transparency from the board which I hope you will see coming through in this year's meeting.</p>	
5.	Chairman's Report	Action Item (Who)
	<p>Speaking to a few highlights that we have accomplished this year.</p> <p>4.1 Internal Workings / Foundations Board largely cohesive board, trusting relationships, greatly improved, not without mishap on my part because it was a rocky start to the year! Membership believe we have started to regain members' trust through our engagement, transparency and taking on feedback. Communications improved transparency and frequency of comms. Successful community meeting in April. Technology & Data migration to Microsoft 365, Website Upgrade in progress, manage member's contacts like they matter. Staff first proper performance reviews for staff. What is expected of you and do you have the correct tools to do your job? HR revamp next – just good practice. Investment into staff.</p> <p>4.2 Clear Communication Networks Friends of the Board whatsapp group critics welcome Portfolio-specific channels sub-committee / advisory network approach General Service Request whatsapp group please join and ask questions when you are not sure Clarity Organisational handbook...making it easy for new directors and volunteers to get onboard. Improving continuity.</p> <p>4.3 Separation of Board and Management Board Governance, direction, relationships, strategy, policy. A burnt-out board makes them susceptible to the natural and necessary criticism and input from Members. Management implementation of strategy and policies. Operating the company. If the plans rely on significant volunteer effort, they are NOT feasible. Hold management accountable. This has been a large driver in terms of the proposal to extend which we will discuss later.</p> <p>4.4 Projects & Initiatives Muizenberg Park – great potential in the park and how we can use the bowling greens. Greening Project & Urban art Urban Planning Committee – what are the moving parts of Muizenberg. Skatepark Public Safety Control Room</p>	

4.5 Vision

Company (MID) | professional, sustainable. Should have a board that is representative of the community and primarily concerned with serving. Seizing the opportunity before us, using the influence to serve the community and fulfil on our mission.

Muizenberg | conserve what we have that is great, improve and make it safer, more accessible, retain the local and diverse feel. Re-Imagine – happening next year.

SR Are there any questions?

Vincent Good evening, everyone I'm Vincent. You want to make Muizenberg safer? I am here 20 years and I think Muizenberg is down, I've been asking for cameras in front of my house and nothing has happened. We have spoken about it and still nothing has happened. This was about 6 or 8 months ago. If we all can't have cameras, then no one should have cameras. What's good for the goose must be good for the gander. Or take MID out, they are not working and they are just using my money.

SR this has been noted.

Company Performance Summary

1. Performance is not where it should be, for various reasons.
2. The board is under no illusions.
3. Believe that it is "structural" in that it won't ever get amazingly better without making fundamental changes.
4. Public Safety for example – we are paying quite below market for the same service.
5. The company employs 6 staff – this comes with additional management overhead.

5. Feedback on operations 2022/2023 Action Item (Who)

Public Safety - Jesse

	Initial/Term to Date Analysis
External Environment	Surrounding areas and their effect on crime and safety in Muizenberg, by nature a throughfare and transport link to Deep south. Furthest end - Vreigrond. - Marine Estate - Lakeside/Kirstenhof – Kalk Bay St James. We are sandwiched between many areas. Vreigrond 3x growth in the last 10 years
Camera Network	Initially a lack of attention by Directorate in freeing up the tech and ops expertise in getting the network into a healthy space. Largely offline (60%), ageing and outdated tech. Poorly placed & misplaced assets. Several operational gaps in tracking, planning and process. Quarterly maintenance plan. 98% up time. MID Control Room – plans for the future.

Service Provider	Highly willing to engage and to be directed. End of term on contract – month to month creates uncertainty and exposure. Lesser refined/working SLA attached to contract. Powers of authority limited for MID. We have put MM on a fixed term 6 month contract due to season coming up. We can penalise them for under performing and reward for over performing.
Public Participation & Education	Ineffective comms structure. Defunct NHW. Reactive behaviour cycle. We will be moving everyone onto a specific whatsapp group where the service provider has firsthand access to the info.
Stakeholder Relationships	Beachfront Manager & COCT PSP's, SAPS, LE, PSP's in contract with MID Members and surrounds.
Built Environment / Hot-Spots	Initial analysis found several problem areas within the MID bounds, these were hot beds for homelessness, drug and petty theft enablers. Within public, private ownership within the bounds. Behind Checkers, the mountain. We meet weekly with the service provider.
Partnerships	Limited working relationships with private landlords, PRASA, COCT, SAPS & LE. Dedicated LE officer for the MID area.

Agnes Ralston asked in terms of crime, is most of the crime committed by people in and around the streets of Muizenberg or is it coming from outside?

JA generally crime from outside, gang wars where people come to Muizenberg to hide in the area. Night time crime is stealing of cars.

Miss Sinclair mentioned that she has been involved with security because she lives along side the park. It is a very difficult task to deal with, but Mountain Men has given her the most amazing service. She said that she does not see LE. Please do not forget about the park, it is a hot spot, and she has had a terrible few weeks trying to stop land invasion in new places in the park. Thanked the MID for all that we are doing.

Claudia Braude thank you for a very excellent report, lots of information. The approved budget for this year and the expenditure. The approved budget was R1.76 million and the expenditure was R1.3 million. So there is actually an under spend of R400 000, if you can speak to what happened to that money and why was there an underspend, but my real question is its great that you are getting a Law Enforcement officer which was actually my suggestion that I made when I was one of the 60 directors in 2019 because that's how we enable the arrests. The crucial issue is and if you and Phinius can speak to this is what is the relationship going forward between Social Development and Public safety? Taking Miss Sinclair's point, if people are invading the park and Social development is being kind and looking after peoples social welfare how will that impact on your capacity as Public Safety? A real concern is why do we have to wait for a Law Enforcement officer to put together a detailed data base of homeless people, what have our social development service providers been doing for the last 3 years if we don't have that? But maybe Phinius can speak to that.

JA I definitely can not speak on the difference in expenditure based on my term. I think Karen and Simon will be happy to speak to that. In terms of the relationship between Social Development and Public Safety, from my understanding is we don't really have the teeth to enforce the by-law so that was the reason for getting the Law Enforcement officer. In terms of mapping out and detailing a data base of the homeless I will let Phinius answer that question.

JA I would like to talk to the Frankfort issue. What was your question?

Vincent I see you giving help to the people at UTurn and its not a nice place for the people to come to. The people use vulgar language, and my friend stays next door and his dog goes ballistic because of the people that are there. You have the bowling green that is half empty, move UTurn there. Let the council do their work and concentrate on security.

G Davies Public Partnerships Limited working relationships with private landlords. Is the MID open to partnerships with home owners?

JA yes absolutely, this is the initial analysis for the term to date.

G Davies so what I'm saying is that the home owners who are offering you the space to put in your technology.

JA we are always open to that.

Alloy Gowne not a question but a comment on partnerships, I think what you can have is the body corporate, have cameras. Integrate the systems. But well done and it might not be done in a year, you might need another 2 or 3 years but well done. I haven't seen this in the last 10 years that I've been in Muizenberg so well done.

Social Development – Phinius

The work that we are doing is very complex, and it hasn't been easy. I want everyone to understand that from the Social Development side it is not just dealing with homeless people, we deal with victims of gender-based violence, victims of human trafficking, street children, people at risk of becoming homeless, people who are poor. There are reasons why people become homeless, and these are some of them. From research done it takes 1 to 3 years to get someone off the streets. We live in one of the most unequal societies in the world. We are a traumatised nation, and addiction, drug addiction is a very big issue. Homeless people are being used by gangsters. There is forced begging, some are used as spotters. Who protects homeless people at night? It's not security companies, SAPS or Law Enforcement it is gangsters. Part of my work is not just getting people off the streets. Mountain Men has been very helpful in managing the homeless people. We have a holistic approach to dealing with this. It is a social issue, so we need social workers. We are addressing all the people. We will not be able to separate the seeds from the weeds. Every Tuesday housed and unhoused people come and have a meal together. The homeless are a part of the community. We appreciate the generous people in this community, but this leads to irresponsible giving. Phinius asked that people refer those who want to give to the homeless to him. One of our big issues is that the stakeholders do not work well together. Come and have a meal with the homeless at Ubuntu every Tuesday at 6pm.

Claudia Braude thanked PS for a very informative presentation. Question regarding the under spend on the budget. Asked about the SLA with service providers. Wanted to know what the KPI's and protocols and SLA's. This year's budget is R115 000, what is he hoping to achieve with that?

SR told Claudia that those are excellent questions and that it is not a lack of wanting to give answers but I can say that the current board has adopted

SR or KT to speak re the expenditure on Safety and Security budget.

Good governance of SLA's, contracting and measurability

decisions taken by the previous board. One of those was a monthly donation to UTurn without an SLA. We are also currently in a budget cycle that we didn't come up with. Part of what we are pushing back on the City on regarding the Safe Space just because it was brought up by the previous board. We would like the City to bring up data about the best place to have the Safe Space.

Truida Prekel is really impressed with the way things have been done. How does one establish trust, how can the community help more to establish a broad based committee to assist with the help of LE, SAPS can assist.

SR it is a very good proposal, it would be a very difficult session to manage but necessary.

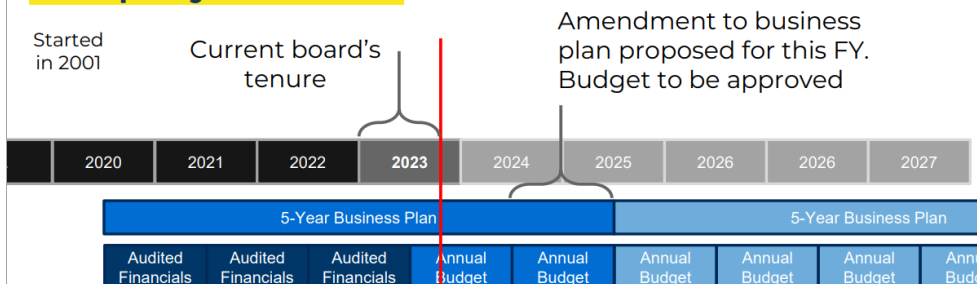
of Social Development and possibly under spending.

Proposal to start a task team or working group.

	Previous	Current	Target
Overreaching Framework	Reactive approach taken	Version 1 has been put together	Further develop
Stakeholder Relationships	Minimal	Twice-monthly meetings setup	Continue and mature this forum
Proactive Engagement with Community	Minimal / Adhoc	Contracted Social Dev. Manager	Continue and mature
Metrics & Database	None	Manual, excel-based	Technology based collection of data
Segmentation of needy	None	Children, Adults, Elderly, Mentally unstable	Isolate criminal element
Committee	None	Small	Isolate criminal element

6. Noting of Audited Financial Statements 2022/2023 Action Item (Who)

Company Timelines



We're noting these financials. Already signed off by the board

Current financial year. Surpluses to be noted.



- As published on the website.
- Surplus utilised – R267,864 (of a total of R2,417,005)

	<p>Camera back-up UPS & Camera upgrades – R252k New computer for Manager – R9k Festive Season – R13k</p> <p>✓ NOTED</p>																																							
7.	Approval of the Implementation Plan for 2024/2025	Action Item (Who)																																						
	<p>As published on the website.</p> <p>Highlights</p> <ol style="list-style-type: none"> 1. Updated / refined Implementation Plan (clearer delineation of roles) 2. Partnerships (enabling the Bowling Green project) 3. Public Safety: Law Enforcement Officer (project) 4. Public Safety: Control Room Establishment 5. Contract Project Manager: execution of projects <p>✓ APPROVED</p>																																							
8.	Budget Approvals																																							
	<p>9.1 Noting of additional surplus funds utilised in 2022/2023 (approved by the board)</p> <p>9.2 Approval of additional surplus funds utilisation for 2023/2024</p> <p>9.3 Approval of surplus funds utilisation for 2024/2025</p> <p>Surplus proposed – R347 750 Law Enforcement Officer</p> <p>9.4 Approval of the budget for 2024/2025</p> <p>✓ APPROVED</p> <table border="1" data-bbox="240 1238 954 1563"> <thead> <tr> <th colspan="2">CAPEX - Surplus Funded</th> </tr> </thead> <tbody> <tr> <td>CCTV Camera's</td> <td>R 282 000</td> </tr> <tr> <td>Control Room - venue given</td> <td></td> </tr> <tr> <td>Computer Equip - control room</td> <td>R 120 000</td> </tr> <tr> <td>Furniture & Fittings - control room</td> <td>R 30 000</td> </tr> <tr> <td>Furniture & Fitting - office</td> <td>R 15 000</td> </tr> <tr> <td>Computer Equip</td> <td>R 10 000</td> </tr> <tr> <td>Total</td> <td>R 457 000</td> </tr> </tbody> </table> <table border="1" data-bbox="233 1579 954 1921"> <thead> <tr> <th colspan="2">Projects: Surplus funded</th> </tr> </thead> <tbody> <tr> <td>Project Manager (6 months)</td> <td>R 180 000</td> </tr> <tr> <td>Law Enforcement Officer</td> <td>R 135 500</td> </tr> <tr> <td>Staff Training</td> <td>R 30 000</td> </tr> <tr> <td>Greening Project</td> <td>R 45 000</td> </tr> <tr> <td>Skateboarding Area</td> <td>R 50 000</td> </tr> <tr> <td>Urban Planning Consultant</td> <td>R 35 000</td> </tr> <tr> <td>Surfers Circle Finalisation & Urban Art</td> <td>R 70 000</td> </tr> <tr> <td>Software Migration to 365</td> <td>R 8 000</td> </tr> <tr> <td>Marketing / Website upgrade</td> <td>R 12 000</td> </tr> <tr> <td>Total</td> <td>R 565 500</td> </tr> </tbody> </table>	CAPEX - Surplus Funded		CCTV Camera's	R 282 000	Control Room - venue given		Computer Equip - control room	R 120 000	Furniture & Fittings - control room	R 30 000	Furniture & Fitting - office	R 15 000	Computer Equip	R 10 000	Total	R 457 000	Projects: Surplus funded		Project Manager (6 months)	R 180 000	Law Enforcement Officer	R 135 500	Staff Training	R 30 000	Greening Project	R 45 000	Skateboarding Area	R 50 000	Urban Planning Consultant	R 35 000	Surfers Circle Finalisation & Urban Art	R 70 000	Software Migration to 365	R 8 000	Marketing / Website upgrade	R 12 000	Total	R 565 500	<p>Agnes Ralston requested to look at spending money in the Village as a lot is already being done to bring in business to the beach.</p>
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Comment on Budget for 2024/2025

*Might require a 24% (R800k) increase in existing levies depending on the performance against plan for the rest of 2023/2024 financial year.

This would be a Special General Meeting before 31 Jan. 2024

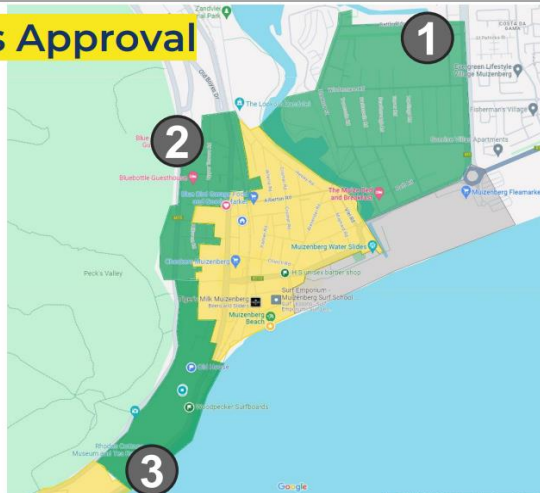
✓ NOTED

9.

In principle approval to proceed with a process to extend the MID Boundaries

MID Extension Process Approval

- 1. East / Marine Estate** – connecting with Marine Estate / the other side of Zandvlei.
- 2. West (towards Boyes Drive)** – connecting with the mountain / upper Boyes Drive.
- 3. South (towards St. James)** – connecting with St. James tidal pool / Carisbrook corridor.



Current MID area



Proposed extension of MID

37

Points to note:

Current capital reserves will not be used for the expansion.

By voting on this you are saying that you are happy for the MID to proceed to canvas those areas and getting peoples votes and producing a detailed business plan with quotes to be presented to the members.

It will require 60% buy in from the area.

Truida Prekel If there are 3 areas, are the votes going to be counted per area. If area 2 and 3 go beyond 60% and area 1 doesn't or will it be counted together? And is that the consideration for both the budget and the feasibility and the economy of scale. I think it's worth exploring.

SR asked Joepie Joubert if he has any comments on this as they do this daily.

JJ mentioned that when he looks at the map it is actually 2 areas and when you go through a process like this it has to be 60% buy in from property owners for each area. It could be that after 9 months of the process you find that area 1 is not interested, then you incorporate only area 2. When you go through a process like this it is very important that the area will be able to stand on it's feet 100% like it is a new CID. The current MID property owners can not subsidise Marine Estate.

Dirk mentioned he is a bit concerned about the people who currently live in areas 1,2 and 3 who have responded saying that they want to be safer. If people are complaining about the current MID area not being safer how will we ensure the current and expanded areas are safe as it is a bigger area.

Ian Selwan when surveyed have the home owners been told what their rates would be?

Miss Sinclair at a previous meeting Camp Road was added to the MID, why can't we just take road by road?

JA are we looking at extending all 3 areas at once?

SR yes, based on the feedback received we explore the expansion in totality.

Finances Indicative

	Current		Extended MID	
	R	% of total	R	% of total
INCOME	R 3 181 600		R 8 737 292	
OVERHEADS	R 1 057 100	33%	R 1 809 320	21%
PUBLIC SAFETY	R 1 586 490	50%	R 4 970 000	57%
ENVIRONMENT & CLEANSING	R 393 000	12%	R 1 020 000	12%
SOCIAL DEVELOPMENT	R 115 000	4%	R 600 000	7%
MARKETING	R -	0%	R 216 000	2%
MAINTENANCE	R -	0%	R 120 000	1%

✓ APPROVED

Noted this approval is for the exploration of the MID expansion process.

10. Appointment of a Registered Auditor

1. Appointment of a Registered Auditor

It is good practice to change auditors every 5 years.
MID has decided to change to Curtis & Co at R15000.

✓ APPROVED

11. Confirmation of Company Secretary

1. Confirmation of Company Secretary
Currently using Cecil Kilpin and will remain with them.

✓ APPROVED

12. Election of Board Members

Mike Romyn (property owner)
Jesse Adonis (property owner)
Karen Tulloch (auth. Rep. of Property Appeal)

✓ APPROVED

13. Special Resolution: Amendment of the Memorandum of Incorporation (MOI) as contemplated in Section 16 (5)(a) of the Companies Act, Act 71 of 2008.16. General

Concerns raised

1. R10 million split for votes – too high only 10 of ~1400 properties exceed R10million
2. Average value of R2,5 million R2 million might be a better divisor?

Most Noticeable Amendments

Definitions

Expanded on the definitions

Income Tax Act Compliance

Includes the compliance requirements from SARS for the NPC to maintain its tax exemption status

Membership

Only property owners liable for the additional rate can apply for membership
Membership cannot be denied to a person who qualifies for membership
City of Cape Town is entitled to membership and 1 Vote

Termination of Membership

Members will cease to be members when they receive a rates rebate
When a member has not attended a members' meeting by person or by proxy for two consecutive years their membership is terminated, can immediately re-apply

Members' meetings

Members' meetings may be conducted by way of electronic communication
Quorum for members' meetings reduced from 20% to 10%

Voting

Every member shall have one vote for every R10 million valuation, or part thereof, for each property to a maximum of 10 votes per property provided that the total number of votes assigned to one member under common ownership or control shall not exceed 33 1/3 percent of the total votes.
Where an individual member or members under common ownership or control own multiple properties within the CID, the votes are calculated as follows:
Individual properties equal to or in excess of R5 million valuation are assigned 1 vote per R10 million valuation or part thereof, capped at 10 votes per property
Individual properties with a valuation under R5 million are assigned 1 vote per R10 million valuation or part thereof, on the combined municipal valuation of such properties

Board of Directors

Persons eligible for election as a director must be members of the NPC

Board Meetings

Any member of the NPC or local community may attend a board meeting subject to a written application the item and intended outcome at least 1 week prior to the board meeting
Dates of board meetings to be held must appear on the website
Board has the power to conduct a meeting entirely by electronic communication

Annual Report

Within three months of the AGM, the Company must provide the Executive Director and the relevant sub-council(s) with an annual report on its progress in implementing its business plan during the previous financial year together with the audited annual financial statements and auditors report as adopted at the AGM.

JJ explained the process it took to get to the current MOI and the changes made. Implications and compliance with SARS for CIDS.

CB take the commercial property owners needs seriously.

Voting slips handed out and tallied the following day.

Truida Prekel the needs of CID's with more residential are very different from big city CID's.

JJ The number of small CID's out ways larger CID's.

Member of the public If we do not adopt the MOI are we in some way in trouble or attract a further administrative issue.

JJ if we do not adopt this then SARS can come back and hold the CID accountable for back dated taxes.

Vote taken via ballot form count as follows:

136 for and 34 against

✓ APPROVED

14.

General Community Recognition

Following members have been thanked for their continuous service to the MID:

Agne Ralston for assistance with communications proofing, and marketing strategy.

Louise McCann for being incredible with chasing the City on the long standing lighting problem, being an active citizen.

Claudia Braude for keeping high standards and asking the hard questions.

Leanna De Beer for helping kick off the MCW and being a strategic advisor and sounding board.

	<p>MCW Committee – Leanna De Beer, Lou Stone, Wayne Turner, Su-Nelle Stander, Eldon van Aswagen, Jason Chivell, Jesse Adonis.</p> <p>Heidi Goodman for being a generally great connector and advisor. Longstanding service on various civic bodies like the CPF and MLRA.</p> <p>Michael Osatuyi serves at the Muizenberg Community Kitchen and he is compassionate and dedicated his life to helping the vulnerable people in Muizenberg.</p> <p>Claire Homewood helping to launch the Muizenberg kitchen and providing accessible meals to those in need / on the breadline.</p> <p>Chad He is an active member of the community and believe in holistic approach when it comes to developing communities.</p> <p>Rezeen Daniels strategic and communications advisor.</p> <p>Glendyr Dade connector</p> <p>Shirley McClarty Public Gardens Sidmouth Road</p>	
16.	Adjournment	
	Meeting adjourned at 20:36	